

## CRIMINAL HISTORY RECORD REQUEST

Each adult 18 years or older who lives in the home where child care will be provided , or any other adult who may come in contact with the children in care, including child care assistants, must **fill out** and **sign** this form. A processing fee of **\$15.00** must accompany each person's name. The fee can be paid by **personal check, money order** or **certified check** made payable to the **Office for Children**. The information you provide will be forwarded to the Virginia State Police in Richmond who will perform a search of Criminal History Records.

### Name to be Searched:

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Last Name	First Name	Middle Name
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Complete Address (Street/RFD)

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City	State	Zip Code
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Maiden Name

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Sex	Race	Date of Birth	/ / Social Security Number
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Signature

### Name to be Searched:

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Maiden Name

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Signature

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*(Continued)*

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Signature